

# WSDOT Regional Mobility Grant Application Guide

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## 2015-2017 Biennium

Washington State Department of Transportation  
Public Transportation Division

*This document provides guidelines for the preparation, submission and evaluation of grant applications for the WSDOT Regional Mobility Grant program. Along with the “WSDOT Guide to Managing Your Public Transportation Grant”, it also provides information on the administration of Regional Mobility Grant projects and serves as a statement of the program’s policies.*

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# Chapter 1: Regional Mobility Grant Overview

## Program overview

The Washington State Department of Transportation (WSDOT) Public Transportation Division is responsible for administering the Regional Mobility Grant Program, which is part of the state's Transit Mobility Program (RCW 47.66.030).

This competitive grant program is available to cities, counties, transit agencies and port districts. WSDOT will select transit-mobility projects that (a) are cost-effective, (b) reduce delay for people and goods, and (c) improve connectivity between counties and regional population centers. The transit-mobility projects recommended to the Legislature for Regional Mobility Grant funds must be consistent with local and regional transportation and land-use plans. The grant funds projects such as:

- Inter-jurisdictional service – projects that improve connectivity between counties and regional population centers.
- Park and ride lots – projects for regional corridors that enhance the efficiency of moving people between jurisdictions and modes of transportation.
- Rush-hour transit service – projects that increase capacity on congested corridors at peak travel times.
- Improved connectivity and efficiency – projects that improve modal connections, enhance corridor efficiency, and reduce delay for people and goods.

As you develop your projects scope it's important to consider how your project will meet or address the objectives of:

- The Growth Management Act?
- The High Capacity Transportation Act?
- The Commute Trip Reduction law?
- Transportation demand management programs?
- Federal and state air quality requirements?
- The Federal Americans with Disabilities Act and related state accessibility requirements?

Projects that align with the grant programs goals generally receive higher scores. Will the proposed project:

- Enhance the efficiency of regional corridors in moving people between jurisdictions and modes of transportation?
- Reduce delay for people and goods?
- Address energy-efficiency issues?
- Support the movement of freight and goods as they relate to economic development and regional significance?
- Reduce rural inaccessibility?
- Leverage other funds?
- Resolve safety and security issues?

## Program news for 2015-2017

**Changes have been made to the program to align with the Governors Executive Order 2014-04. The changes are as follows:**

Increased emphasis on CO<sub>2</sub> reductions has resulted in an increase of 5 points to the Greenhouse Gas Reduction criteria. A corresponding reduction of 5 points was taken from the Readiness to Proceed criteria. The scoring criteria points are as follows:

Additional changes:

- Park and ride lots - electric vehicle charging stations are required to be a construction item in all new or expanding park and ride lot projects.
- Bus and equipment procurement – applicants can replace a diesel (only) coach with a like kind hybrid, or alternative fuel (electric, CNG, LP) coach. Any new equipment necessary to operate the hybrid or alternative fuel coach is also an eligible grant expense.
- The Legislature changed language in the 2014 Supplemental Transportation Budget (ESSB 6001.SL, p. 40) to now read, “A grantee may not receive more than twenty-five percent of the amount appropriated in this section.”

## Funding and project schedules

While WSDOT’s objective is to invest the grant funds and deliver public benefits as quickly as possible, many worthwhile projects and services cannot be completed within two years. As a result, WSDOT accepts proposals that require a maximum delivery schedule of four years. WSDOT will recommend a set of projects to the Legislature, with a budget for July 1, 2015, to June 30, 2017, of approximately \$50 million. All selected projects must be completed by June 30, 2019.

Continuing four-year projects from the 2013–2015 biennium that have met their minimum milestones (as described herein) will be at the top of the recommended project list delivered to the Legislature on Dec. 1, 2014. Current program grantees may request the reappropriation of some of their grant funds from the 2013–2015 biennium.

## Limits on four-year projects

- WSDOT will limit recommended projects requiring funds after June 30, 2017, to **no more than \$15 million** of the available funding for 2017–2019.
- All projects that extend beyond June 30, 2017, must deliver significant project milestones (as defined in Chapter 2, Section 12) that date.
- If selected four-year projects meet their project-delivery obligations, these projects will receive priority in the 2016 project recommendations to the Legislature and will not need to be resubmitted for funds in 2017.

## All grant funding beyond June 30, 2017, is subject to legislative appropriation

Legislative appropriation will be required for any grant funds spent after June 30, 2017, including projects selected in the 2015–2017 grant cycle that receive priority in the 2016 recommendation to the Legislature. Reappropriation is not guaranteed.

## **Which organizations are eligible to apply for the Regional Mobility Grant funds?**

Cities, counties, ports and public transportation benefit areas in Washington State are eligible to apply.

## **What types of projects are eligible?**

### **Equipment**

All equipment purchased using Regional Mobility Grant funds must support the passenger transportation services outlined in the grant application. Examples include but are not limited to:

- Passenger service vehicles
- Communications equipment
- Computer hardware and data systems
- Dispatching software
- Multimodal enhancements, such as bicycle racks
- Security equipment

### **Construction**

Capital construction projects may include costs associated with preliminary engineering, project-level environmental assessment and documentation, final design, real estate purchases, and construction. A projects corridor planning, alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible expenses. Examples of eligible projects include but are not limited to:

- Park and ride lots
- Passenger transfer centers
- Bus-only or HOV lanes
- Bus shelters and rail stations
- Transit access improvements
- Transit signal priority and queue jumps

### **Operating**

Regional Mobility Grant funds may be used to pay for incremental operating costs of new or expanded service, including labor, benefits, supplies, fuel, insurance, rent, utilities, contracted services and maintenance costs. An operating grant may not be used for depreciation of vehicles purchased with grant funds or costs associated with expenses incurred for timeframes outside of the grant period (such as pre-paid insurance coverage). Examples include but are not limited to:

- Activities and services either directly provided or purchased by the applicant. Regional Mobility Grant funds are to be used to help establish viable new or expanded transportation services that provide a measurable public benefit.
- Operating assistance must support new transit services and/or the incremental cost of expanding existing transit services. New or expanded transit service cannot appear on timetables before the grant proposal deadline.
- Grant-supported operations must begin no later than Oct. 1, 2015.

- Other funding sources must ultimately replace Regional Mobility Grant funds as the new services become part of the baseline transportation network. Operating assistance for a particular service will be limited to four years. Grant-funded services that started during the 2013–2015 grant cycle are eligible for grant funds through June 30, 2017. Grant-funded services that start during the 2015–2017 grant cycle will be eligible for grant funds through June 30, 2019.

Examples of eligible operating grants include but are not limited to the following:

- Operating assistance for new bus routes, new express service, new or expanded “feeder” service, and service that both increases frequency and reduces headways.
- Operating assistance for new community connections or multi-jurisdictional transportation corridors.

## Important Dates

Aug. 4, 2014	The Regional Mobility Grant Application is made available.
Sept. 5, 2014	First draft estimated Year 1 and Year 4 VT and VMT reductions are due no later than 4 p.m. PDT. <i>(See Chapter 2)</i>
Oct. 3, 2014	All estimated Year 1 and Year 4 VT and VMT reduction calculations must be <u>approved</u> by WSDOT no later than 4 p.m. PDT. <i>(See Chapter 2)</i>
Oct. 6, 2014	Grant applications are due. WSDOT must receive applications no later than 4 p.m. PDT. <i>(See Chapter 2)</i>
Oct. 7- Nov. 30, 2014	Applicants must be available to respond to questions about their grant application as soon as possible during this timeframe.
Dec. 1, 2014	The recommended project list will be delivered to the Governor and the Legislature.
April 2015	The Legislature typically releases the LEAP Transportation Document (the list of funded projects) during the third week of April.

## Chapter 2: Applying for Funding

### Application process

The grant application is a two-step process: Step One requires the applicant to calculate the projects VT and VMT reductions; Step Two is completing the grant application.

#### Step One – Calculating estimated VT and VMT reductions

WSDOT staff are available to help applicants calculate the project’s VT and VMT reductions, but it is the applicant’s responsibility to obtain WSDOT’s approval by the prescribed due dates. Applicants must respond to WSDOT staff questions as soon as possible to ensure timely approval. WSDOT staff will make every reasonable effort to review and approve all VT and VMT estimates submitted and, accordingly, will not unreasonably delay or withhold their approval.

Applicants must submit draft VT and VMT calculations by Sept. 5, 2014, to be eligible for funding, and must receive WSDOT's approval of the project's VT and VMT reductions by Oct. 3, 2014, to be eligible for funding as described above. Missing either deadline will disqualify the grant application.

## **Step Two – Completing the actual grant application**

Working on both steps concurrently is recommended, although the application (Step Two) cannot be submitted before WSDOT's approval of Step One is received. The application (Step Two) must be submitted by Oct. 6, 2014, as described above.

### ***Application requirements***

Applicants must submit a grant application that:

- Is complete, thorough and clear. Incomplete proposals may be removed from consideration.
- Is received by WSDOT's Public Transportation Division before 4 p.m. Monday, Oct. 6, 2014, using:
  - US Mail, UPS or FedEx: WSDOT Public Transportation Division, 310 Maple Park Avenue SE Olympia, WA 98501
  - Email: [rmg@wsdot.wa.gov](mailto:rmg@wsdot.wa.gov). If submitted electronically, it must be in Adobe (pdf) format. Application size is limited to 20 megabytes.
    - If the application materials are larger than 20 megabytes, they must be divided into separate emails as follows:
      - Project summary, project description, maps, readiness to proceed, project schedule, and impact on congested corridors.
      - System integration, financial plan table, Greenhouse Gas Reduction Policy, letters of support etc.
  - Hand delivery: WSDOT Public Transportation Division, 310 Maple Park Avenue SE, Olympia, WA, 98501, Room 1A18.

WSDOT will confirm receipt of each application by the end of the following workday via email. This confirmation will not include an assessment of the completeness or sufficiency of the application.

A complete application packet will include:

- Project summary
- Project description
  - Vicinity map (and other maps or documents that describe the project)
- Readiness to proceed
  - Executive Order 05-05
  - MPO/RTPO verification
  - Transit agency verification
- Project schedule
- Impact on congested corridors
- System integration

- Financial plan table
  - Cost efficiency
- Greenhouse gas emission reduction policy statement

## Application sections

### Project summary

Your project summary will be used in communications with the Legislature and other grant program reports. Please ensure the grant amount requested on this page matches the amount in the financial plan table.

Application signature: Don't forget to sign the application before scanning it. Include your MPO/RTPO and transit agency verification, maps, and letters of support with your completed application.

### Project description

There are two parts to this section. The first asks you to describe the situation near your proposed project's area. The second part asks you to describe how the proposed project will solve the situation. Be specific about the details of the proposed project. Vague answers are hard to score and generally result in lower scores.

The end of this section is a good place to insert a vicinity map or other documents that help describe the project.

### Readiness to proceed

From this section, scorers will assess readiness and project schedule risks based upon the proposed project schedule and provided documentation. Projects that minimize project risks and are most likely to deliver benefits to the traveling public in a timely fashion typically rate higher. WSDOT will not evaluate proposals that indicate a need to spend Regional Mobility Grant funds beyond June 30, 2019, or that don't deliver public benefit before June 30, 2019.

- **Executive Order 2014-04 and 05-05**: This question will contribute to the overall score for this criterion.
- **MPO/RTPO verification**: This should be completed before developing the grant application. Attach correspondence (a letter, memo or an email is sufficient) from the relevant metropolitan planning organization (MPO)/regional transportation planning organization (RTPO) to verify the project is consistent with the regional transportation plan or policies, as well as local transportation and transit plans or policies.

Requests for correspondence documenting consistency with regional plans should be requested as soon as possible to allow agencies adequate time for review.

Applicants must answer all of the following yes or no questions to allow the MPO/RTPO to conduct the consistency review:

- Is the project currently programmed in the regional transportation improvement plan? If yes, cite the project identifying number.
- Has the project undergone consistency review as part of an MPO/RTPO project approval or similar action? If yes, cite the project identifying number in the RTP/MTP.

- Is the project in the sponsor's system or comprehensive plan? If yes, cite the document and page (or Web URL) and attach a copy.
- Is the project in the comprehensive plans or six-year transit development plan and/or capital improvement plans of the affected county and city jurisdictions? If yes, cite the documents and pages (or Web URLs) and attach a copy of the specific policies.
- **Transit agency verification:** If the proposed project will affect one or more transit agencies you must provide correspondence (a letter, memo or an email is sufficient) to verify the project is consistent with their plans and policies. Requests for correspondence documenting consistency with transit plans and policies should be made as soon as possible to allow transit agencies adequate time for review and response.

## Project schedule

All two-year projects must be operationally complete, deliver public benefits and spend all 2013–2015 grant funds before June 30, 2017. All four-year projects must be operationally complete and deliver public benefits before June 30, 2019. All proposed four-year projects must spend some grant funds and deliver significant project milestones by June 30, 2017, which are defined as:

### Capital construction:

- Complete 90 percent of design/preliminary engineering.
- Complete environmental documentation.
- Set a contract ad date.
- Set a construction-start date and project-completion date (before June 30, 2017).

### Capital equipment:

- Obtain a procurement contract or access to an existing procurement contract.
- Place the order.
- Set a delivery date.

### Operations:

- Provide the public service or program starting on or before Oct. 1, 2016.

Project proposals that include a combination of capital and operations must meet milestone requirements for capital construction and/or capital equipment. Project milestones must be documented on the attached project schedule worksheet. Please explain any unusual schedule elements.

For example, an explanation would be required for a capital construction project that includes only a few weeks in its schedule to obtain environmental permits, acquire land, and competitively select and hire a contractor.

Project schedules must be thorough. At a minimum, provide dates for the following required project milestones:

### Capital construction:

- 10 percent design
- 30 percent design

- 60 percent design
- 90 percent design
- Complete environmental documentation
- Obtain required permits
- Executive Order 05-05 compliance
- Land acquisition/right-of-way certification
- Contract ad date
- Contract award date
- Construction start date
- Operationally complete
- Construction completed

**Capital equipment\*:**

- Establish or identify procurement contract
- Place order
- First vehicle delivery date
- Last vehicle delivery date
- First service start date
- All new vehicles in service

*\*Note: for capital equipment projects procuring equipment other than vehicles, the following milestones may be used in place of those above related specifically to vehicles. Alternate milestones include: “first equipment accepted,” “first equipment installation date,” “all equipment accepted,” “all equipment installed,” “equipment testing” and “all equipment in service.”*

**Operations:**

- Service plan completed
- Start date established
- Service start date

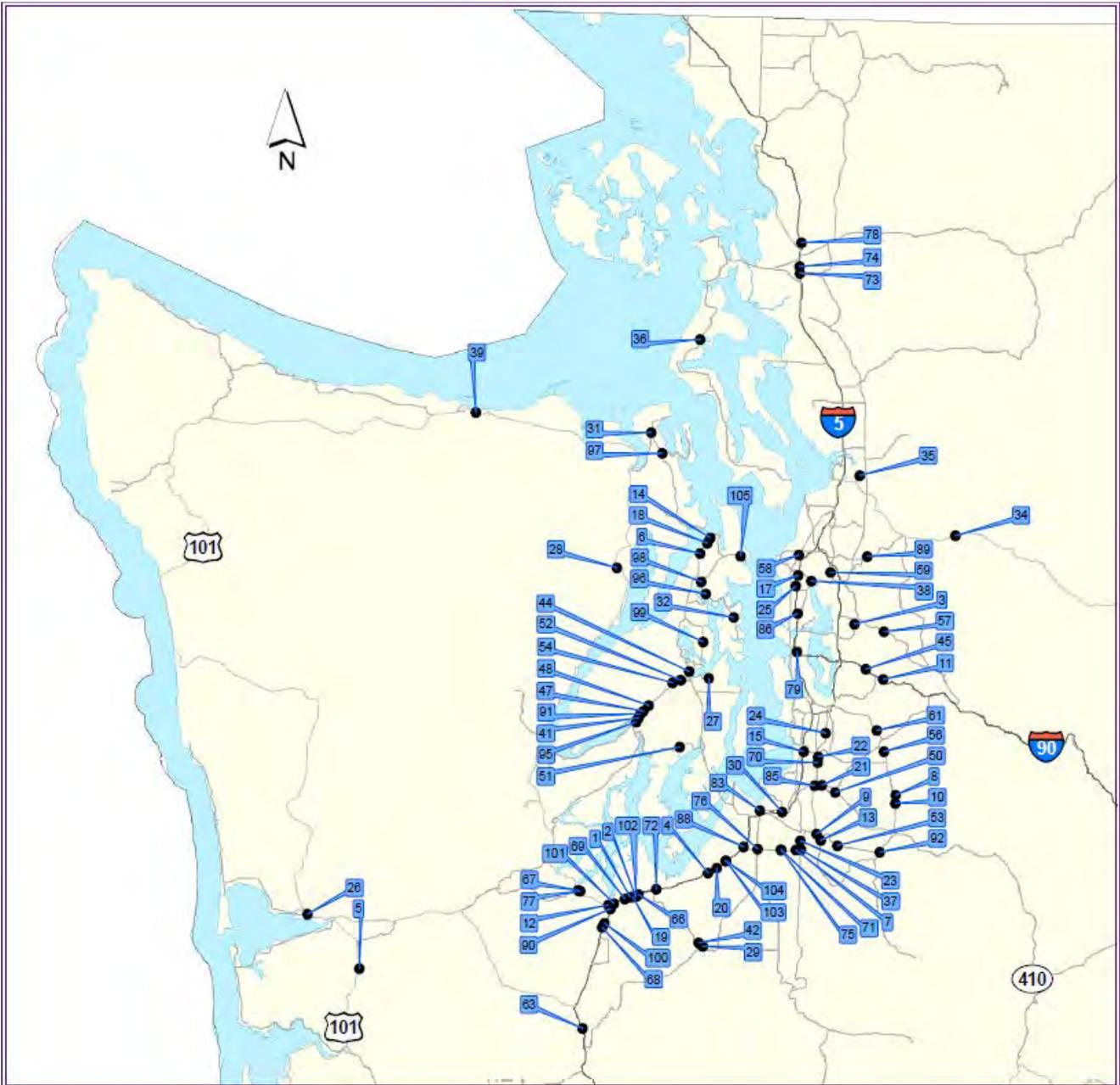
Grant reviewers will consider the practicality/feasibility of the proposed project schedule.

**Impact on Congested Corridors**

This section explores the location of identified bottlenecks, chokepoints or congested corridors on the state highway system. Please see the map and table below of identified bottlenecks and choke points. Your project does not have to be in one of these locations, but you must identify the location of the city or county road and its current level of service.

The following information is excerpted from WSDOT’s 2007-2026 Highway System Plan. The plan is available in its entirety at <http://www.wsdot.wa.gov/planning/HSP.htm>.

“Clearly describe the congestion problem, and how the proposed project will reduce the congestion. The explanation must clearly demonstrate the connection between the problem and your proposed project. Identify a bottleneck or chokepoint by number from the list and map provided. Alternatively you may identify a congested corridor or roadway location that’s operating with a level of service D, E, or F using Transportation Research Board 2000 Highway Capacity Manual standards. Applicants may also reference WSDOT traffic data, or other sources of data in describing the project’s anticipated impact on congested corridors. Grantees are encouraged to go beyond explanations based solely on physical proximity of the project site to congested areas. If you use a level of service be prepared to provide documentation showing how the level of service rating was developed.”



Key Description	
1. I-5 NB off ramp (EB direction) to Sleater Kinney SB	58. Hwy 99 at SR 104 Interchange
2. Martin Way Interchange NB off ramp terminal	59. SR 522 to I-405
3. 51st to West Lake Sammamish Parkway	60. I-90, Sullivan Rd. Interchange to Harvard Rd. Interchange
4. Mounts-Old Nisqually Road Interchange to Gravelly Lake Drive	61. SE 231st to 196th Ave SE
5. US 101 south of the community of Arctic	62. From SR 14 to Burton Rd
6. Pioneer Way to Kinman-Big Valley Roads	63. Mellen St. I/C to S. of Grand Mound I/C
7. 94th Ave SE On-Ramp to End of WB Climbing Lane	64. I-5 bridge over Columbia River
8. Green River to Crest of Hill	65. US 12/16th Ave. Interchange
9. SR 167 to SR 162	66. Martin Way Interchange SB off ramp terminal
10. SE 383rd St. to Green River	67. US 101/SR8 Interchange - SB to EB Ramp (Increasing)
11. I-90 at Front Street	68. I-5 NB Off/On Ramp Terminal at Tumwater Boulevard
12. Cooper Point Road SW (Mottman Interchange) to I-5	69. Pacific Avenue Interchange NB off ramp terminal
13. SR 410 to 96th Street East	70. SB SR-167 at exit for 277th Street
14. Kinman/Big Valley Road to SR 104	71. SR-512 at Canyon Road Interchange
15. I-5 at 272nd Street Interchange	72. Marvin Road Interchange SB off ramp terminal (SR 510)
16. SR 14 from I-205 to 164th Ave	73. College Way @ I-5 ramp terminal
17. I-5 at Snohomish County Line	74. George Hopper I/C
18. Kinman/Big Valley Road to SR 104	75. SR-512 at Canyon Road Interchange
19. Pacific Avenue Interchange to Martin Way Interchange	76. SR 512 at SR 7 (Pacific Ave) Interchange
20. Fort Lewis to Thorne Lane	77. US 101/SR8 Interchange - WB Ramp (Decreasing)
21. SR 164 to C Street	78. Cook Road I/C
22. SR 516 to S. 277th Street	79. I-5 at I-90 Interchange
23. SR 161 to SR 167	80. SR 14 intersections with SR 500 and 2nd
24. 84th Ave. S. to S. 180th Street.	81. Intersection with St John's Blvd.
25. I-5 at Northgate	82. Ramp from SR 500 WB to I-205 SB
26. US 101 near Aberdeen Couplet/Levee Street (SR 109)	83. SR 509 at I-705
27. Jackson Avenue to Mile Hill Drive	84. Intersection of SR 503 and Padden Pkwy.
28. Between Falls View Campground and Spencer Creek Road Vicinity	85. SR 18 at SR 167 Interchange
29. SR 510 to Clark Road SE (SR 507/Manke-Koepfen and SR 507	86. I-5 at Lake City Way
30. Hwy 99 at I-5 Interchange	87. From Talley Way to I-5
31. SR 20 between SR 19 and Old Fort Townsend Rd	88. I-5 and SR 512 Interchange
32. Bainbridge Ferry Terminal to Suquamish Way	89. SR 522 at Paradise Lake Road
33. Golf Course Road to Race Street	90. I-5 SB off ramp to N 2nd Avenue and US 101 off ramp to N 2nd
34. City of Sultan	91. Intersection of SR 3 and SR 300
35. US 2 to SR 9	92. SR 410 at SR 165 Intersection
36. Swantown Rd. to Erie Street	93. Intersection of SR 411 and PH 10 Road
37. 39th Avenue SW to SR 512	94. Intersection of SR 500 and SR 503
38. Intersection of SR 104 and SR 522 (Lake City Way)	95. Intersection of SR 3 and SR 106
39. Race Street to Brook Avenue	96. Noll Road to Poulsbo City Limits
40. MP 13.46 to 4th Ave. Interchange	97. Intersection of SR 19 and SR 116
41. SR 106 to SR 300	98. SR 305/SR 307 Intersection
42. Burnett Road (Yelm WCL) to SR 507	99. SR 303/Riddell Road to McWilliams Road
43. MP 37.08 to Edison Street Interchange	100. I-5 SB Off/On Ramp Terminal at Tumwater Boulevard
44. SR 3 and SR 304	101. I-5 between US 101 and Henderson St. exit
45. Eastgate to Sunset I/C	102. I-5 between Trospen Rd Interchange & Thurston/Pierce Co Line
46. SR 240 to George Washington Way	103. Mounts Road to 48th Street
47. SR 300 to Mason/Kitsap County Line Vicinity	104. Mounts Road to 48th Street
48. Mason/Kitsap County Line Vicinity to Lake Flora Road Vicinity	105. Miller Bay to Kingston Ferry
49. SR 500 to Padden Pkwy	106. US 2/East Wenatchee - Cascade Ave Interchange
50. Dogwood to Auburn City Limits	107. SR 28/Junction US 2/97 to 9th Street - Stage 3
51. Elgin Clifton Road to SR 16	108. SR 28/Junction US 2/97 to 9th Street - Stage 4
52. SR 3 and SR 16	109. SR 28/Junction US 2/97 to 9th Street - Stage 5
53. 181st Avenue East to 202nd Avenue East	110. SR 28/Junction US 2/97 to 9th Street - Stage 6
54. SR 3 between Sunnyslope Road and SR 16/Gorst Spur	111. SR 28/Junction US 2/97 to 9th Street - Stage 7
55. From NW 6th Ave to SR 500	112. SR 28/Grant Road Vicinity
56. SR 516 to SE 231st	113. West Approach - George Sellar Bridge
57. Sahalee Way NE to 244th Ave NE	114. North Wenatchee Avenue - Study

## System Integration

Describe the system integration problems your proposal addresses. For example, indicate how your proposal:

- Improves multimodal connections and service.
- Establishes or improves connections between counties or urban centers.
- Exemplifies coordination among jurisdictions.
- Improves the use of demand-management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs.

## Financial Plan Description

Along with the project's financial plan, provide documentation from project partners. Proposals must include information indicating plans to provide full funding to complete the project, and funding to maintain the project or service after Regional Mobility Grant funding expires. Please explain any unusual financial elements.

Grant reviewers will consider financial plan feasibility, which will influence overall project rankings. As a result, selected projects must comply with the financial plans listed in the proposal, and the proposed financial plan will serve as the basis for grant agreements.

**Financial partners:** All proposals must identify the project's lead agency and any financial partners. Projects that receive funds from another organization must provide a letter of concurrence, award letter or other financial documents from the organization. The documents must clearly state the financial commitment. Undocumented funding sources may be included in financial plans, but will be considered unsecured.

**Matching funds:** The 2015–2017 Regional Mobility Grant program requires local partners to match 20 percent of the total project cost in the form of direct contributions.

Direct contributions are cash or other assets that directly benefit the project and are a fundamental element in constructing or operating the project. Any funding source can be used as matching funds, except other competitive state grant funds. Examples of eligible direct matching funds are:

- Real estate held by the agency that would be used for a park and ride lot (although the real estate could not have been purchased with other competitive grant funds).
- Preliminary design/engineering or project-level environmental documentation.
- In-house staff paid to directly manage a construction project.
- In-house labor directly supporting operations of a specific transit route or service.
- Qualifying expenditures incurred before the grant agreement date may be used as local match. Examples:
  - The agency has completed final design work and purchased property for a park and ride lot with local funds. The design and real estate-acquisition costs can serve as direct project contributions used to match construction funds requested from the Regional Mobility Grant program.

- The agency will purchase four transit coaches for an expansion route through a designated congested corridor. The new transit coaches will arrive before June 2015. The coach-purchase costs can serve as direct project contributions used to match operating funds requested from the Regional Mobility Grant program.

Scope, schedule and budget development; corridor planning; alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible expenses for the purpose of direct matching funds.

For operations projects, do not include fares generated by increased service funded by a grant as matching funds for that grant. Net expenditures are determined by deducting passenger fares and ineligible expenditures from gross expenditures. Deduct the amount of your total matching funds from your net expenditures to determine the maximum total amount that can be requested.

**Cost efficiency:** WSDOT staff will perform the calculations based upon the data provided by the applicant. This is a measure of how a proposed project's vehicle miles traveled (VMT) and vehicle trips (VT) reductions compare with its costs and useful life. It is calculated based on the project's annualized cost in terms of its useful life, divided by its annualized VMT and VT reductions.

In order to compare projects' cost efficiency in terms of the dollar value of VMT and VT reduced, WSDOT takes into account the total costs of the inputs needed to produce the reduction in VMT and VT. For this reason, the numbers used to calculate the score must include not only the cost of the project itself, but also any increased costs associated with the project's implementation.

Total project cost means the difference between the costs an agency would incur if the project is implemented, minus what the agency would incur if it was not. The key question to consider in determining the total cost of each project's projected VMT and VT reduction is: What new costs must be incurred for the project to function as predicted? In other words, does the project call for an expansion of current service and/or costs in order to function?

For example, a project that proposes to purchase new buses with a net increase in service hours must include the cost of operating that service in the cost estimate. The cost elements in this example are the cost of the buses, and the cost of the additional service.

## **Greenhouse Gas Reduction Policy Statement**

Based on [RCW 70.235.070](#), which outlines fund-distribution prerequisites for infrastructure and capital development projects, all Regional Mobility Grant applicants should adopt a greenhouse gas emission-reduction policy. The greenhouse gas emission-reduction policy should be adopted in accordance with this new law by your agency before the Oct. 10, 2014, grant-application deadline.

Agencies that have not adopted a policy by the application due date will not be considered for grant funding.

## Chapter 3: Evaluation Criteria and Scoring Methodology

The 2015–2017 scoring criteria for the Regional Mobility Grant Program are:

Readiness to Proceed	15 Points
Impact on Congested Corridors	30 Points
System Integration	30 Points
Cost Effectiveness	15 Points
Greenhouse Gas Reduction Policy	10 Points
Total Points Possible	100

### Readiness to proceed

#### Definition

Projects that minimize project risks and are most likely to deliver benefits to the traveling public in a timely fashion. Scorers will assess readiness and project schedule risks based upon the proposed project schedule and provided documentation. WSDOT will not evaluate any proposals that indicate a need to spend Regional Mobility Grant funds beyond June 30, 2019; two-year projects that don't deliver public benefits before June 30, 2017; or four-year projects that don't deliver public benefits before June 30, 2019.

#### High score (11-15 points)

Projects that have all needed financing in place (except these grant funds) and can deliver all public services and benefits on or before June 30, 2017 (two-year projects), or June 30, 2019 (four-year projects); and provide documentation that indicates the project has reached notable milestones that reduce schedule risk.

Examples:

- **Capital construction:** Has obtained required environmental permits or exemptions; has obtained or leased required real estate; is at 30 percent design; and has assessed whether Executive Order 05-05 compliance is required, and included said compliance in the project schedule.
- **Capital equipment:** Has completed all specifications and requirements documentation and would use an existing purchase agreement.
- **Operations:** Could utilize existing equipment, facilities and staff.

#### Medium score (6-10 points)

Projects that can:

- Deliver significant public services and benefits before or by June 30, 2017 (two year projects), or June 30, 2019 (four-year projects); and has reached notable milestones that reduce schedule risk.
- Deliver all public services and benefits before or by June 30, 2017 (two-year projects), or June 30, 2019 (four-year projects); and provides limited information regarding project risks and risk management.
- Deliver all public services and benefits before or by June 30, 2017 (two-year projects), or June 30, 2019 (four-year projects); and have not reached notable project milestones, for example:

- **Capital construction:** Still working to obtain environmental permits, acquire or lease land, and complete preliminary engineering and design.
- **Capital equipment:** Still developing purchase specifications and requirements or purchase agreement.
- **Operations:** Still acquiring equipment, expanding facilities, or hiring and training staff.
- Deliver all public services and benefits before or by June 30, 2017 (two-year projects), or June 30, 2019 (four-year projects); and provides information that indicates that project schedule risks are low.

### **Low score (0-5 points)**

Projects that can:

- Deliver all public services and benefits before or by June 30, 2017 (two-year projects), or June 30, 2019 (four-year projects); and have not provided a complete project schedule or identified project risks and risk management plans.
- Deliver all public services and benefits before or by June 30, 2017 (two-year projects), or June 30, 2019 (four-year projects); but have omitted key steps from the project schedule; significantly underestimated timelines or omitted supporting documentation to indicate how aggressive timelines would be met; or provides limited or no information regarding project schedule risk and risk management.

## **Impact on Congested Corridors**

### **Definition**

A project that uses public transportation and/or demand management funds to improve performance and reduce person delay within a congested corridor or at a congested location.

### **High score: (21-30 points)**

The project addresses a bottleneck or chokepoint as shown on the “Location of Identified Bottlenecks, Chokepoints or Congested Corridors on the State Highway System” map in Section 5 or a locally identified corridor or location operating with an E or F service level using Transportation Research Board 2000 Highway Capacity Manual standards.

### **Medium score: (11-20 points)**

The project addresses a congested corridor or location with a C or D service level using Transportation Research Board 2000 Highway Capacity Manual standards.

### **Low score: (0-10 points)**

The project addresses a roadway with a B service level using Transportation Research Board 2000 Highway Capacity Manual standards.

## **System Integration**

### **Definition**

Projects that provide documentation to indicate coordination among jurisdictions and improve:

- Multimodal connections and service.

- Connections between counties or urban centers.
- The use of demand-management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs.

**High score: (21-30 points)**

Projects that significantly improve regional system integration and provide documentation indicating support from all directly affected jurisdictions.

**Medium score: (11-20 points)**

Projects that improve regional system integration and significantly improve local system integration and provide documentation indicating support from some or all directly affected jurisdictions.

**Low score: (0-10 points)**

Projects that marginally improve regional or local system integration and/or provide no documentation indicating support from directly affected jurisdictions.

**Cost Effectiveness**

**Definition**

This is a measure of how a proposed project’s reductions in VMT and VT compare with its costs and useful life. It is calculated based on the project’s annualized cost in terms of its useful life, divided by its annualized VMT and VT reductions.

**High score: (11-15 points)**

Expected to deliver reduction in VMT and VT that rank roughly in the top-third of proposals received.

**Medium score: (6-10 points)**

Expected to deliver reduction in VMT and VT that rank roughly in the middle-third of proposals received.

**Low score: (0-5 points)**

Expected to deliver reduction in VMT and VT that rank roughly in the bottom-third of proposals received.

**Greenhouse Gas Reduction Policy**

**Definition**

A policy is a statement that guides decision-making. In this context, it is a statement that indicates a commitment of the applicant to a particular course of action to reduce greenhouse gas emissions and VMT by its activities. When distributing capital funds through competitive programs for infrastructure and economic development projects, [RCW 70.235.070](#) requires all state agencies to consider whether the entity receiving the funds has adopted policies to reduce greenhouse gas emissions. Agencies also must consider whether the project is consistent with:

- The state’s limits on the emissions of greenhouse gases established in [RCW 70.235.020](#).
- Statewide goals to reduce annual per capita VMT by 2050, in accordance with [RCW 47.01.440](#), except that the agency shall consider whether project locations in rural counties, as defined in [RCW 43.160.020](#), will maximize the reduction of vehicle miles traveled.
- Applicable federal emissions reduction requirements.

**High score: (8-10 points)**

A robust greenhouse gas emissions policy covering most or all functions performed by that agency, and which demonstrates a clear links to actions to reduce the agency's carbon footprint, and/or sets specific goals or targets for reducing emissions. The proposed project fully supports [RCW 47.01.440](#).

**Medium score: (5-7 points)**

A less robust greenhouse gas emissions policy covering some or most functions performed by the agency, but which does not show how policies are implemented, and/or does not set specific goals or targets. The proposed project fully or partially supports [RCW 47.01.440](#).

**Low score: (0-4 points)**

A greenhouse gas emissions policy that does not pertain directly to the work performed by the agency, does not demonstrate a link to emission reducing activities, and does not address targets for reduced emissions. The proposed project partially or weakly supports [RCW 47.01.440](#).

## **Chapter 4: Selection Process**

### **Step One: WSDOT Public Transportation Division**

The Public Transportation Division will perform the initial assessment of the grant applications. Applications that are received by WSDOT after the deadline are deemed incomplete or do not include at least 20 percent matching funds will not be evaluated. See Chapter 2.

### **Step Two: Independent Scoring Committee**

An independent grant scoring committee will review all eligible applications. The panel will score each application based on the criteria included in Chapter 3. The panel will recommend a prioritized project list to the WSDOT Public Transportation Division director.

### **Step Three: WSDOT Public Transportation Division**

The Public Transportation Division will recommend a prioritized list to the Secretary of Transportation.

### **Step Four: Secretary of Transportation**

The Secretary of Transportation will recommend a prioritized list to the Washington State Legislature and Governor.

### **Step Five: Washington State Legislature**

The Washington State Legislature will take action on the Secretary's recommendation during the development of the 2015–2017 transportation budget, which is then sent to the Governor.

### **Step Six: Governor**

The Governor will take action on the 2015–2017 transportation budget.

### **Step Seven: WSDOT Public Transportation Division and Local Agencies**

Once the Governor has signed the budget and the new biennium begins July 1, 2015, the Public Transportation Division can finalize agreements for those projects included in the budget appropriation.

## Chapter 5: Program Administration

### Agreements

The effective date of a 2015–2017 Regional Mobility Grant can be no sooner than July 1, 2015.

Grantees can bill for project expenses incurred on July 1, 2015, through the end of the agreement period, once all parties have signed the agreement.

The lead agency for each project must propose all changes to budget, scope or schedule in writing to WSDOT's Regional Mobility Grant manager. Proposed changes must be approved before they are implemented. An agency's request letters must include the reasons for the proposed changes; the impact on scope, schedule and/or budget; and local agency efforts to minimize or mitigate the impacts. WSDOT's Public Transportation Division will review requested changes and, if mutually acceptable, document them with a memo or letter to the file or by amendment.

### Reporting Requirements

There are three separate reports all grant recipients are required to submit to the Regional Mobility Grant manager: quarterly progress reports (QPR), the performance measurement plan (PMP), and an annual report (AR), the last of which is based upon the PMP due for each of the four years following the project's completion.

**Quarterly Progress Reports:** The QPR is due to the grant program manager 30 days after the end of the calendar quarter. A grantee must have a current QPR on file with the grant program manager before a reimbursement request will be processed and paid.

**Performance Measurement Plan:** The PMP describes how you will collect and report on your project's VT and VMT reduction performance after the project has been completed. The PMP can be completed any time. However, you must have a WSDOT-approved PMP before a reimbursement request is processed.

**Annual Report:** The AR reports on the actual benefits your project is providing to the public, and ties together the year 1 and year 4 VT and VMT reductions you calculated when you applied for the grant. Use the procedures and methods contained in the approved PMP to collect the data to be reported.

Grantees that miss reporting deadlines are subject to corrective actions, including but not limited to the loss of standing as defined in the In Good Standing policy as described below.

**Note:** A current QPR and an approved PMP are required before a reimbursement request will be processed.

### In Good Standing

WSDOT's Public Transportation Division is responsible for administering grant funds in conformity with state laws associated with receiving those funds. To ensure compliance with those laws and commonly recognized best practices for grant management, WSDOT has implemented an In Good Standing policy. All

grant recipients are required to maintain In Good Standing status to receive payments, and to be eligible to receive grants from the Public Transportation Division.

### **What performance requirements are considered when determining In Good Standing status?**

During the course of the project, WSDOT staff will evaluate the following performance requirements:

- Responsiveness to communications and requests for information by WSDOT.
- Maintenance of adequate financial records that document and support all grant expenditures.
- Submittal of accurate and timely QPR's (including project risks and issues) and invoices.
- Advance requests and approvals for scope, schedule or budget changes.
- Full participation in site visits, with timely responses to any deficiencies that are noted during or after the site visit.
- Submission of annual reports (if applicable) to WSDOT that include audit documents, vehicle inventory, drug/alcohol reports, Disadvantaged Business Enterprises, etc.
- Compliance with all contractual obligations, which may include signage on capital construction projects.
- Receipt of a passing score on the agency risk assessment conducted by WSDOT staff, if applicable.
- Satisfactory progress on the grant-funded project.

### **What happens if performance requirements are not met?**

An organization that does not meet any of the above performance requirements will not remain in In Good Standing status and can expect one or more of the following responses:

- A warning letter to the agency's executive director and/or board of directors that identifies deficiencies, the necessary remedies and a timeline for those corrections.
- Suspension of grant fund payments.
- Ineligibility for any additional Regional Mobility Grant funds, either during the current biennium or in future biennia.
- An audit of the agency to determine compliance with contractual obligations.

## **Guide to Managing Your Grant**

Grant recipients must comply with expectations listed in WSDOT's 2015 Guide to Managing Your Public Transportation Grant. This document will be available to grant recipients the summer of 2015, when grant agreements are completed.

## **Technical Assistance**

For help preparing a PMP, please contact Janice Helmann at [helmanj@wsdot.wa.gov](mailto:helmanj@wsdot.wa.gov) or 206-464-1284. For all other questions, please contact Mark Eldridge at [eldridm@wsdot.wa.gov](mailto:eldridm@wsdot.wa.gov) or 360-705-7273.